

**HSCC/129/balcivil/BUII/2006**

**Dated : 30/05/2007**

**Prequalification for miscellaneous civil & associated works at  
AIIMS, New Delhi.**

**HSCC(I) LTD**, On behalf of “ **ALL India Institute of Medical Sciences, New Delhi**” , intends to Pre-qualify agencies/firms for the works: Miscellaneous civil works including fire safety related works, roads, structural steel works, doors and windows etc at AIIMS Trauma center, New Delhi. **Estimated cost** : 100 lakhs. **completion period**: 03 months. **Minimum PQ criteria**: **1.** Average annual financial turnover (As per audited balance sheets) during last 3 years 2003-04, 2004-05, 2005-06 should have at least **30%** of the estimated cost. **2.** Successful completion of at least one similar work on a single contract value not less than 80% of the estimated cost or two similar nature of works of value not less than 50% of the estimated cost or three similar nature of works of value not less than 40% of the estimated cost during last 7 years ending last day of the month previous to the one in which applications are invited for each packages. The sites are located within JPN Apex centre for Trauma Care, New Delhi It is expected that invitation of bid will be made in June 2007. Pre-qualification is open to all the agencies having sound background and specialization in carrying out similar works. PQ document can be obtained in person from HSCC (I) Ltd. head office at E-6A sector-1 Noida on payment of Rs. 1000/- through Cash/demand draft in favour of HSCC(I)Ltd. NOIDA payable at NOIDA or may be downloaded from website [www.hsccltd.com](http://www.hsccltd.com) upto 8<sup>th</sup> June 2007 till 14:00 hrs and submitted along with a demand draft of RS 1000/- in favour of HSCC (I) Ltd Noida . The Last date of Submission of Sealed PQ document complete in all respect mentioning the work is 8<sup>th</sup> June, 2007 **upto 16:30 hrs. at HSCC head office NOIDA.**

**CGM(PG-II)**

## **INSTRUCTION TO APPLICANTS**

PROJECT NAME : Miscellaneous civil works including fire safety related works, roads, structural steel works, doors and windows etc at AIIMS Trauma center, New Delhi

EMPLOYER/PRINCIPAL EMPLOYER : ALL INDIA INSTITUTE OF MEDICAL SCIENCE , New Delhi.

1. Scope of Bid :

Miscellaneous civil works including fire safety related works, roads, structural steel works, doors and windows etc at AIIMS Trauma center, New Delhi

1.1 Brief Details :

Miscellaneous civil works including fire safety related works, roads, structural steel works, doors and windows etc at AIIMS Trauma center, New Delhi

**Time of completion :- 03 Months from the date of award**

1.2 Pre- qualification is open to all agencies / firms having sound background and specialisation in carrying out similar works.

2.0 Submission Of Applications :

2.1 Applications for Pre- qualification must be submitted in sealed envelopes. which must be either delivered by hand or by registered mail, at HSCC (I) Ltd., Plot No. 6(A), Block E, Sector-1, NOIDA 201301, not later than 16:30 hours on 08/06/2007.

2.2 The sealed envelope to be clearly marked " Application for Pre- qualification for Miscellaneous civil works including fire safety related works, roads, structural steel works, doors and windows etc at AIIMS Trauma center, New Delhi

2.3 The name and mailing address of the Applicant should be clearly marked on the envelope.

2.4 All the information asked for Pre- qualification shall be answered in the ENGLISH language by all agencies/firms.

2.5 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualifications) may result in disqualification of the Applicant.

### **3. Pre-qualification Criteria :**

- 3.1 Pre-qualification will be based on meeting all the following minimum criteria regarding the Applicant's work experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.
- 3.2 The Applicant should meet the following minimum criteria for prequalification :
  - a Average annual turnover during the last three years ( 2003 – 2004, 2004 – 2005, 2005 – 2006 ) to be at least 30% of the estimated cost.( Applicant to fill enclosed ANNEXURE -I ).
  - b Successful completion of at least one similar work on a single contract value not less than 80% of the estimated cost or two similar nature of works of value not less than 50% of the estimated cost or three similar nature of works of value not less than 40% of the estimated cost during last 7 years ending last day of the month previous to the one in which applications are invited. Applicant to fill enclosed ANNEXURE -II & must enclose copies of order & proof of satisfactory completion of works in all respect from clients indicating nature of works in details, date of start, date of completion & total value of work executed. The term ' successful & timely' completion means the work should have been completed in all respect within time and completion date is fall during the last 7 years. Schedule delivery of works shall be only 03 months.
  - c A solvency certificate from bank for the sum of Rs. 35 lacs can be managed in case funds delayed by the employer .
- 3.3 Personnel Capabilities : The agency must have suitable skilled production staff to produce high quality experienced personnel for the successful completion of the works. List of employees and bio-data of key officials shall be submitted.(Fill enclosed ANNEXURE - III).
- 3.4 Equipment Capabilities : The Agency should have own MODERN PLANT WITH PROPER TOOLS to execute the contract. List of equipments should be submitted (Fill enclosed ANNEXURE -IV).
- 3.5 Financial Capabilities : Audited annual report consisting of balance sheets, profit & loss account, auditors report, schedules and notes to accounts for the last three financial years i.e. 2003-2004 ,2004-2005, 2005-2006 should be submitted and must demonstrate the soundness of the Applicant's financial position. The firms should have positive net worth and profitability in last three financial years. Where necessary, the Consultant

(HSCC) on behalf of Employer will make enquiries with the Applicant's bankers.(Fill enclosed ANNEXURE-V).

- 3.6 The bidder shall submit the supporting documents regarding the information given in the ANNEXURE - I to ANNEXURE - V.
- 3.7 Information regarding litigation, expulsions and blacklisting , if any, should be submitted with details.
- 3.8 Even though the applicants meet the above criteria, they are subject to be disqualified if they have:
  - made misleading or false representation in the form, statement and attachments submitted in and or
  - record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
  - found to have been black listed in any other works.
  - For any agency already working with HSCC, the performance will be assessed based on the achievement of physical and financial targets and complying the instructions of engineer at site to achieve the required targets. The agency may be disqualified if not meeting the targets in project completed or running with HSCC.
- 3.9 The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, availability of labour and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre qualification bid shall be borne by the applicant irrespective of the outcome.
  - 3.9.1 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
  - 3.9.2 The competent authority to prequalify shall have the powers to relax any condition/criterion for prequalification if it considers expedient to do so.
  - 3.9.3 Even though agency meets all the criteria, HSCC reserves right to accept or reject any application/disqualify any agency without assigning any reason whatsoever

#### **4. Updating Pre-qualification Information :**

- 4.1 Applicants shall be required to update the financial information used for Pre-qualification at the time of submitting their bids, to confirm their continued compliance with the prequalification criteria and verification of the information provided. An application shall be rejected if the Applicant's qualification thresholds are no longer valid at the time of application.

**5. General :**

5.1 Only agencies/ firms who have been pre-qualified under this procedure will be invited to bid. A prequalified firms may participate in only one bid for the contract. If a firm submit more than one bid all bids of the party will be rejected.

5.2 The Employer/Consultant reserves the right to :

(a) amend the scope and value of any contract under this project, in such event the bids will only be called from those Pre- qualified applicants who meet the requirements of the contract as amended.

(b) reject or accept any application with out assigning any reasons thereof and

(c) - cancel the Pre-qualification process and reject all applications.  
- to split the works into different packages if required

The Employer/ Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

5.3 Joint venture companies shall not be allowed to participate in the bid.

5.4.1 Only the successful/Pre- qualified applicants will be informed in writing or by fax.

5.4.2 No correspondence either from successful/Pre- qualified applicant or unsuccessful applicant will be entertained in this regard.

**Chief General Manager (PG-II)  
For & on behalf of HSCC (I) Ltd.**

## LETTER OF APPLICATION

[ NOTE : On the letterhead paper of the Applicant including full postal address, telephone no., fax no., telex no., and cable address]

Date:

To  
HSCC (India) Ltd.,  
Plot No. 6(A) , Block E, Sector - 1,  
NOIDA ( U.P.)

Sir,

1. Being duly authorised to represent and act on behalf of .....  
(hereinafter referred to as "the Applicant"), and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply to be Pre-qualified by yourselves as a bidder for the

Miscellaneous civil works including fire safety related works, roads, structural steel works, doors and windows etc at AIIMS Trauma center, New Delhi

Pre-qualification Number	Client Name
HSCC/129/ Laundry/BU-II/2006	ALL INDIA INSTITUTE OF MEDICAL SCIENCE , New Delhi.

2. Attached to this letter are copies or original documents defining :

- (a) the Applicant's legal status;
- (b) the principle place of business; and
- (c) the place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- (d) Application form no.1 to 7.

3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our

bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that :
- (a) Bids by Pre- qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding;
  - (b) your Agency reserves the right to :
    - amend the scope and value of the contract/bid under this project; in such event, bids will only be called from Pre- qualified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the Pre-qualification process, and reject all applications without assigning any reasons there of ; and
  - (c) your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant.
6. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.
7. The applicant have to mention clearly the name of the works and have to submit the individual works separately.

Sealed & Signed
Name
For and on behalf of

## APPLICATION FORM NO. 1

### GENERAL INFORMATION

All individual firms applying for Pre-qualification are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone   Contact
4	Fax   Telex
5	Place of incorporation/ Registration   Year of incorporation/ registration   

**APPLICATION FORM NO. 2**

**STRUCTURE AND ORGANIZATION**

1. The applicant is

\_\_\_\_\_

- (a) an individual
- (b) a proprietor firm
- (c) a firm in partnership
- (d) a Limited Company or Corporation.

2. Attach the Organization Chart Showing the structure of the organization, including the names of the Directors and position of officers.

\_\_\_\_\_

3. Have you ever left the work awarded to you incomplete? (If so, give name of project and reasons for not completing the work.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE - I**

**APPLICATION FORM NO. 3**

**ANNUAL TURN OVER**

Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet
2003-2004	Rs.
2004-2005	Rs.
2005-2006	Rs.
Average Annual Turnover over the last three years	Rs.

**NOTE : The above data is to be supported by audited balance sheets**

**ANNEXURE - II**

**APPLICATION FORM NO. 4**

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY  
(During last seven years ending last day of month previous to the one in  
which applications are invited)

Sl. No	Name of the Contract	Name of the client	Brief Description of the work, Contract no. & value of the project	Date of Start	Date of Completion as per contract	Actual date of actual completion	Value
1							
2							
3							
4							

**NOTE :** **Please attach supporting documents for the above information and satisfactory completion certificate from clients duly stamped**



**ANNEXURE - IV**

**APPLICATION FORM NO. 6**

**EQUIPMENT CAPABILITIES**

Sl. No.	Particulars of Machineries, Tools, Plant, shuttering, testing equipments/facilities etc. owned by applicant	Quantity	Approximate Value
1.			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

**ANNEXURE - V****APPLICATION FORM NO. 7****FINANCIAL CAPABILITIES**

Financial Information in Rs. Equivalent	For year 2003-2004	For year 2004-2005	For year 2005-2006
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net worth			
8. Liquid Assets			

1. Attach annual report consist of balance sheet, profit & loss accounts, auditors report, schedule and notes to account for all three years (2003-2004, 2004-2005, 2005-2006) .
2. Attach recent solvency certificate from bankers as per clause 3.2 (c) not older than 12 months.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES,  
NEW DELHI**

**PREQUALIFICATION FOR**

**Miscellaneous civil works including fire safety related works,  
roads, structural steel works, doors & windows etc at AIIMS  
trauma center, New Delhi**

May 2007

HSCC (INDIA ) LTD.  
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
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PQ No. HSCC/129/Bal civil/BUII/2007

